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**Market Engagement Questionnaire**

**Procurement for the Provision of the Supply & Management of Pedestrian Counters**

**Closing Date for Return: 19th March**

**MARKET ENGAGEMENT QUESTIONNAIRE**

**PLEASE NOTE THIS IS NOT A CALL FOR COMPETITION IT IS FOR INFORMATION ONLY**

**SECTION ONE**

**Introduction and purpose of this document**

Gateshead Council (the Council) is in the process of considering a procurement contract for the provision of the supply and management of pedestrian counters.

As part of this process the Council is conducting a Market Engagement Exercise to establish the level of interest in this opportunity, to gather information and improve our understanding of the market.

Suppliers are invited to consider the inquiries detailed within this Market Engagement Questionnaire and complete the questionnaire in Section Two.

Please note: this Market Engagement Questionnaire is **for information only** to assess the reaction of the market and inform the future procurement process to ensure it is more focused and efficient. Written responses to this Market Engagement Questionnaire will not be evaluated, scored or included in the assessment of any tenders submitted in any future procurement process.

There is no commercial advantage or disadvantage to your organisation as a result of being involved in this Market Engagement Exercise, however, responses to this Market Engagement Questionnaire are highly valued and will assist the Council in determining the most appropriate approach to the market and in creating a procurement process (if considered appropriate) which is well-framed, focused, feasible and likely to be of interest to the market.

The Council will consider all information supplied in response to this Market Engagement Exercise, however it cannot commit to using all the information and suggestions received to inform any future procurement.

**Confidentiality Statement**

The contents of this Market Engagement Questionnaire and of any other documentation sent to you in respect of this Market Engagement Exercise are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this Market Engagement Questionnaire and all associated documents immediately and not to retain any electronic or paper copies.

By registering an interest in this Market Engagement Exercise you agree to use this information solely for the purposes of responding to this Market Engagement Exercise.

Once this Market Engagement Exercise has concluded you agree to destroy this Market Engagement Questionnaire and all associated documentation save for one copy which may be held physically or electronically for a period of one year after the issue of any contract award notice in respect of this procurement and shall only be used in connection with the procurement by the Council.

Please be aware that the Council is subject to the disclosure requirements under the Freedom of Information Act and the Environmental Information Regulations. For this reason, the Council would strongly advise that any information you consider to be confidential is clearly labelled and marked as confidential.

Subject to the Council’s requirement to comply with the provisions of the Freedom Information Act / Environmental Information Regulations, any commercially-sensitive information provided to us as part of this process will be treated in confidence, used only for the purposes of this Market Engagement Exercise, and will not be disclosed to any other organisation.

The Council appreciates the time and effort taken to complete and submitting this questionnaire All responses will be treated as confidential and commercial in confidence and will not in any way be shared with or used in the later assessment of any proposals submitted by yourselves as part of a formal procurement process.

Thank you for completing this questionnaire and for your interest in working with us.

**Background and Context**

**BACKGROUND INFORMATION**

The Covid-19 pandemic has increased the importance for councils in being able to accurately count visitors to our high streets. This is to enable us to assess the effectiveness of measures put in place to enable social distancing, and to support the safe re-opening of the local economy. These measures are being undertaken under the Re-opening High Streets Safely Fund (RHSS) , a Government initiative using funding from the European Regional Development Fund (ERDF) to support the safe re-opening of high streets following the Covid 19 pandemic.

Gateshead Council is seeking to install a system to allow the automatic counting of pedestrian numbers on local high streets. This will provide information on the numbers of people visiting high streets which will be used to assess the impact of initiatives to support their successful re-opening through RHSS or other funding and inform any subsequent review.

This procurement is for the count system itself, and any associated communications and software required to make the data available to Council systems.

The system provided needs to be able to count pedestrian flows within local shopping centres and supply the data to the Council on a continuous basis. The count data collected should be capable of being analysed by day, date and time. It should be possible to break the data down to at least hourly, and ideally 15 minute, periods during any day.

The Council is aware that, in addition to more traditional footfall counter systems, new approaches to counting pedestrian movement have been developed using alternative technologies. The Council is prepared to consider such alternatives provided they can still meet the requirements of the specification included in the Invitation to Tender that will follow this market engagement exercise .

Count systems will typically need to be installed on footways on traditional shopping streets next to carriageways carrying live traffic. Data on pedestrian movement will need to be accurate, and not affected by passing traffic.

Any equipment required should be capable of being installed securely and be resistant to theft/vandalism. The contractor will be responsible for installation unless otherwise specified.

Any equipment required should be capable of being installed within the public highway. The need for attachments to private buildings adjoining the highway would not be acceptable.

For the main storage of the downloaded data, suppliers may offer:

* 1. a hosted,
  2. or a client based option or
  3. both approaches

The system must be capable of storing all data. The supplier must have processes in place for recovering data should the equipment or hosting database fail. Any user access restrictions or permissions should be indicated.

Raw data collected by the system should be accessible in the form of user specified summaries. As a bare minimum this should be capable of providing information broken down by:

- location;

- date;

- time.

Summary data must be downloadable remotely and capable of import into Council systems in readily accessible formats (e.g. .xlsx).

**SECTION TWO**

**Request for Information for market engagement purposes**

We would like to gain your views through the following:

* Completion of the Market Engagement Questionnaire included within this document.

1. **Indicative Timeline**

1.1 The indicative timetable for the Market Engagement Exercise is as follows :-

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| --- | --- |
| Issue Questionnaire | 12th March 2021 |
| Return of Questionnaire by | 19th March 2021 |

1. **How to Respond to the Market Engagement Questionnaire**

2.1 All responses should be provided by completing this questionnaire and uploading your responses via the NEPO e-tendering system <https://procontract.due-north.com> before the deadline set out in 1.1 above.

* 1. Please answer all questions as indicated. Brochures or other general market information should not be attached in addition to this.
  2. If you have any queries regarding the questionnaire or this exercise please send your enquiry using the NEPO e-tendering system.
  3. The Council will answer all enquiries regarding this Market Engagement Exercise via the NEPO e-tendering system. We will keep the source of any questions confidential and will circulate all questions and answers to all enquirers for information. The final deadline for queries is 19th March 2020.
  4. Submission of your completed questionnaire together with any supporting documents (where requested) must be returned electronically via the NEPO e-tendering system before the deadline.
  5. The Council reserves the right to seek further clarification where this would assist in informing the process and developing appropriate and innovative service specifications.
  6. If you have any difficulties accessing the NEPO e-tendering system, then please contact:

Proactis Supplier Support Helpdesk Ticketing System (http://proactis.kayako.com) - To be used by Suppliers for non-time critical issues i.e. password resets / account queries, finding information, etc.

Email (ProContractSuppliers@proactis.com) - To be used in same way as ticketing system. Any emails to this address will auto-log a support ticket on Proactis Supplier Support Helpdesk

**QUESTIONNAIRE**

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| --- | --- |
| **ORGANISATION DETAILS** | |
| **Organisation Name** |  |
| **Contact Name** |  |
| **Position** |  |
| **Organisation Address** |  |
| **Organisation Telephone Number** |  |
| **Organisation email Address** |  |

**Questions**

**1.**

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| The Council are looking for informal expressions of interest in delivering the Contract at this stage to establish the level of market interest.  Would your organisation be interested in bidding for this opportunity?  Yes / No (Please delete as appropriate)  Please provide brief details of the system that your organisation is able to deliver.  If No – please detail why.  If you submit your response as a separate attachment, please label as Question 1. |

**2.**

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| Please give details of the installation process and the installation from the Council that is required for your system set up and installation. Does installation require access to street furniture (e.g. street lighting columns) or a separate power supply? Are physical works (e.g. excavation, provision of foundations) needed as part of the installation? |

**3.**

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| Is data or software held on the Council’s IT systems or hosted externally? Please detail how this works and the interaction with the client’s software systems. For example, does your system collect the data and store this in your own hosted cloud software? Does the client log into an online website to access the data? Is any specialist software needed for the Council to access data? |

4.

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| Do you have previous experience of tendering for contracts with Gateshead Council? If so please state how this process was undertaken i.e., e-mail, e-tendering system etc and if you feel any improvements could be made to that tendering process.  If you submit your response as a separate attachment, please label as Question 5. |

5.

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| Do you have any other public-sector clients at present? If so please state the names of the organisations and a brief outline of the services you have provided to them along with approx. value.  If you submit your response as a separate attachment, please label as Question 6. |

6.

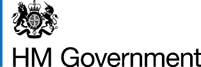
|  |
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| What risks, issues or concerns do you envisage with the procurement of the proposed Contract and what could the Council do to minimise these?  If you submit your response as a separate attachment, please label as Question 7. |

7.

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| The Council has made a number of pledges which will become central to all contracts that we procure. The Council pledges to:   * Put people and families at the heart of everything we do * Tackle inequality so people have a fair chance * Support our communities to support themselves and each other * Invest in our economy to provide sustainable opportunities for employment, innovation and growth across the borough * Work together and fight for a better future for Gateshead   To help us understand how able our supply chain is to sign up to our pledges, we have developed a Corporate Social Responsibility Pledge Questionnaire (please see Appendix 1). By completing this questionnaire, you will be assisting the Council in building a better picture of supply chains, encouraging good business practice, determining minimum standards for specific contracts, and helping us to identify what additional support you may need.  Please complete and return the questionnaire to procurement@gateshead.gov.uk. |

Please return your completed Market Engagement Questionnaire by **12 noon on 19th March 2021.**

Work to ensure the safe re-opening of local centres in Gateshead is supported by:

Through the Re-Opening High Streets Safely Fund

**APPENDIX 1 - GATESHEAD CORPORATE SOCIAL RESPONSIBILITY PLEDGE QUESTIONNAIRE**

(See separate attachment)